

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: **COMMUNITY OUTREACH
REPRESENTATIVE**

FLSA STATUS: **NON-EXEMPT**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to act as the Community Outreach Representative of the Health Department by teaching the community the importance of preventative health care and planning outreach activities based on the TENNderCARE assessment. Reports to the Tenndercare Coordinator.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Conduct the community outreach by planning outreach activities based on targeted areas and populations identified in the county community TENNderCARE assessment.

Effectively teach the importance of preventive health care to the community and participate in activities including health fairs, community events, and faith-based activities.

Maintain an accurate guide of available community resources.

Create and sustain constructive interpersonal relationships with other Health Department incumbents and community members.

Ensure confidentiality of patient records and information by careful handling of patient records, limiting access of patient records only to those persons employed by or assigned to local or regional clinics who require patient-specific information to perform their duties.

Ensure that scheduling and registration procedures protect confidentiality and that no interviews of a confidential nature are conducted in a manner in which they can be overheard by other patients or uninvolved staff.

Complete assignments in a timely, self-directed manner by effectively following oral and written instructions. As a need for clarification or problems arrive, responsible for immediately seeking clarification or assistance from the supervisor.

Maintain accurate records of contacted families for outreach events and of daily activities for weekly reports to the supervisor.

Uphold an appropriate work-related appearance by wearing suitable attire for the work setting and projecting a positive image through courteous and professional behavior.

Cooperate with co-workers by communicating in a positive manner, willingly and efficiently cover the work for others during lunchtime or other absences, responding courteously and volunteering useful information to provide assistance to others when they seek help, welcoming and putting new employees at ease during training, and working harmoniously with all staff members.

Responsible to provide input and take part in group decisions, offering helpful suggestions for improving work operations, promoting task accomplishment, and volunteering pertinent work-related information to other employees.

Rutherford County, Tennessee • Community Outreach Representative

Respond and report immediately if called upon by local and regional supervisors as part of a coordinated emergency response by the health department.

Maintain attendance and punctuality by arriving at workstation before the scheduled time, notifying supervisor as quickly as possible when ill and clearly explaining the illness, never leaving or quitting working prior to scheduled quitting time without permission from supervisor, returning from meals and breaks at scheduled time, notifying supervisor if going to be late for work, scheduling vacation time and other special absences in accordance with leave policy, and using work time effectively.

Completes work at assigned work station determined by supervisor and works hours as scheduled.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High School diploma or equivalent. Must have reliable transportation and valid TN driver's license. Must be available to work occasional evenings and weekends.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Surface:

Estimated Total Hours: 3 Maximum Continuous Time: 30 minutes

2. SITTING

Tasks:

Estimated Total Hours: 4.5 Maximum Continuous Time: 30 minutes

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs			X		
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: Loaded carts, tables, chairs, display boards, tents

Height of hands above floor during push:

5. CLIMBING

Tasks: stairs during home visits at apartment complexes, stairs at some outreach locations

Height: 2 stories

Frequency: weekly

6. BENDING/SQUATTING/KNEELING

Tasks: Unloading/loading car, setting up tables and displays for events, setting up tents

Frequency: Daily

7. REACHING

Tasks: retrieving medical charts, presentations materials, incentive items from shelves

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	forward	daily	15 minutes	20 lbs
21-36"				

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise		X

Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	40 % of time
Outside	60 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash	X	

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

No

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date